



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## **BH/DID PROGRAM MANAGER**

Job Number: 20001134

Job Code: 62450V131016

Job Group: 6200 - HUMAN SERVICES

Job Established: 01/01/1986

Job Revised: 10/16/2013

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

**Special Entrance Rate:**

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and administers all social work programs for a major behavioral health facility; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of professional experience in social work in a behavioral health treatment setting or counseling in a behavioral health treatment setting.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in social work, sociology or psychology will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Recommends the appointment of and assigns social work staff to treatment service areas. Alters staffing patterns as needed. Maintains social work services policies and programs with those of other service areas. Interprets and implements administrative policies established by the governing authority. Serves on facility management committees as needed. Plans, develops and conducts continuing education programs for social work services employees. Has administrative responsibility for facility implementation of specific laws and/or administrative regulations which involve any patient with a primary diagnosis of developmental and intellectual disabilities. Attends and testifies at legal hearings. Meets with and provides consultation for community leaders, outside agencies and referral sources to plan for and organize effective treatment modalities, delivery and coordination of services. Maintains responsibility for investigating and coordinating resources of all patients who receive social security, supplemental security income, black lung, or other benefits. Applies for benefits for all referred clients and ensures finances are in order for placement outside the facility. Acts as liaison with the Social Security Administration, maintaining responsibility for current knowledge of the law and benefit levels. Prepares clinical and statistical reports as requested for submission to hospital staff or the department.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

This position typically requires working in an institution or facility with individuals who may have mental illness, mental retardation, developmental disabilities, etc.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*